

ENVIRONMENTAL ASSESSMENT PROGRAM PROCEDURE

CHAPTER 2: PROGRAM PLANNING

EAP-WQP JOINT PROCEDURE 2-03

Resource Contact: Watershed Ecology Section Manager Effective: December 1, 2004
Environmental Assessment Program

Reference: Agency POL 1-21
Guidelines for Preparing Quality Assurance Project Plans for Environmental
Studies (Pub. 04-03-030)

Roles and Procedures for Coordinating the Review of Quality Assurance Project Plans Prepared by Water Quality Grant and Loan Recipients

Application: Environmental data collection activities conducted within, or funded by, the
Department of Ecology.

Purpose: To help assure statewide consistency and predictability in the preparation, review,
and approval of Quality Assurance Project Plans (QAPPs) submitted by Water
Quality (WQ) grant and loan recipients.

Water Quality Project Manager:

1. In grant/loan agreements, include schedule for grant/loan recipient submittal of draft QAPP to Ecology, and advise the WQ Financial Assistance Program Coordinator of the schedule.
2. Provide grant/loan recipient with QAPP guidelines (Publication 04-03-030).
3. Ensure draft QAPP includes required minimum elements (reference 04-03-030, page seven) and that sampling is not scheduled to begin for at least six weeks.
4. Send the draft QAPP and a copy of the grant/loan agreement to the EA Review Coordinator. (If an EA Reviewer has already been identified, notify the EA Review Coordinator of same.)
5. Allow three weeks for the initial EA technical review, plus additional time for review of subsequent drafts if required.
6. Send EA review comments to grant/loan recipient with guidance/expectations as needed.
7. Mediate disagreements between EA Reviewer and grant/loan recipient.
8. Approve (sign) final QAPP and authorize grantee to begin sampling.
9. Keep original, signed copy of QAPP in grant/loan project file.

EA Review Coordinator:

1. Schedule QAPP reviews based on data provided by the WQ Financial Assistance Program Coordinator.
2. Preview draft QAPPs to determine appropriate expertise needed for review.
3. Forward review requests to appropriate EA manager.
4. Track review progress and completion.
5. Ensure consistent centralized filing of review documents, notes, and correspondence.
6. In consultation with the WQ Financial Assistance Program Coordinator, mediate disagreements between EA Reviewer and WQ Project Manager.

EA Reviewers:

1. Notify supervisor and EA Review Coordinator if WQ Project Manager requests a QAPP review.
2. Review draft QAPP for technical adequacy and completeness (for guidance, see Appendix C of 04-03-040, Review Checklist—scope of review should be tailored to size and complexity of the monitoring project).
3. Send comments to client WQ Project Manager via email within three weeks of receipt (cc supervisor, client unit supervisor and section manager, WQ Finance Assistance Program Coordinator, EA Review Coordinator, and Ecology QA Officer).
4. Work with WQ Project manager and/or grant/loan recipient to resolve outstanding concerns.
5. As necessary, review revised draft(s) of QAPP and send comments as described under #3 above.
6. Advise WQ Project Manager in writing if/when QAPP is technically adequate for Project Manager signature approval.
7. Provide review materials and correspondence to EA Review Coordinator for central filing.

Ecology QA Officer and EA QA Coordinator:

1. Prepare and maintain the QAPP Guidelines document (04-03-030).
2. Provide QAPP training to grant/loan recipients and WQ project managers at regional workshops.
3. Participate in QAPP Reviews (as an EA Reviewer).

Water Quality Coordinator:

1. Assist with preparation and presentation of QAPP training for WQ project managers and grant/loan recipients.
2. Assist WQ Project Managers with oversight of grant/loan QAPP process.
3. Assist WQ Project Managers with reviewing QAPPs involving stormwater permits.

Water Quality Financial Assistance Program Coordinator:

1. Compile WQ Project Manager schedules for draft QAPPs and transmit to EA Review Coordinator annually.
 2. In consultation with the EA Review Coordinator, mediate disagreements between the EA Reviewer and WQ Project Manager.
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Approved: _____

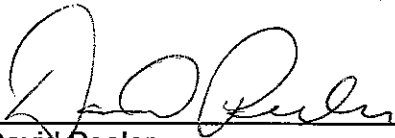


9/30/2005

William H. Backous, P.E.
Program Manager
Environmental Assessment Program
Department of Ecology

Date

Approved: _____



9/29/05

David Peeler
Program Manager
Water Quality Program
Department of Ecology

Date

